

**JOB TITLE: ADULT ASSISTANT SERVICES**

**DEPARTMENT: LIBRARY**

**REPORTS TO: LIBRARY DIRECTOR**

**LAST REVISED: JULY 2012**

**POSITION PURPOSE AND OBJECTIVES:** The Adult Assistant Services position performs general library service work assisting the public with the materials borrowing process, location of books, and other easily accessible information. Work is performed under the direction and supervision of the Head Librarian, Project Director/Library Relations, or the Senior Circulation Clerk.

**ESSENTIAL JOB FUNCTIONS:** (Illustrative only)

Use library software to assist and direct patrons to book locations and gather desired materials.

Register new borrowers and make new patron cards.

Assist with processing including inserting security strip, taping paperbacks to add durability, gluing hardback covers, adding call number, location, and owning library id stickering, penciling year added newly-acquired books, purchased or donated paperbacks, encyclopedias, newspapers and magazines, DVDs, or books on cd.

Could assist with cataloging of new books, cd s, or books on cd in accordance with library specific software.

Leading book groups or computer classes as part of library programming.

Answer non-complex questions for patrons via telephone or in person.

Assist with circulation procedures including but not limited to checking in returned materials, checking out materials, updating patron records, shelving returned materials, compiling list of requested materials from other libraries and preparing them for interlibrary pickup, and checking in interlibrary materials delivery.

Assist with patrons in the use of online catalog and computers.

Prepare statistical reports as requested by the Library Director.

Perform related duties as assigned by the Library Director, Project Director, Senior and Junior Circulation Clerks.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** Knowledge of library rules: # of items allowed to be checked out, length of patron computer sessions, age limits for Children's and Adult libraries, requirements for obtaining a library card, acceptable library behavior, etc., procedures and practices, as well as competency in use of a computer. Must be adept in the use of Microsoft Office products, particularly Word and Excel, Internet and email. Must be able to operate a copier, fax, and other general office equipment. Must be able to meet the public courteously and obtain or give information when necessary. The ability to understand and follow oral and written instructions, as well as the ability to establish and maintain effective working relationships with library personnel and the public is also required.

**SUPERVISORY RESPONSIBILITY:** NONE

WORKING CONDITIONS: Work is performed in a generally comfortable indoor library environment.

PHYSICAL DEMANDS: (ACTIVE) Requires standing for varying time limits, bending, lifting (at least 25 pounds), stretching, sitting, normal corrected vision and hearing, operation of office equipment.

MINIMUM QUALIFICATIONS:

Education: Completion of high school or equivalent. College education is preferred.

Experience: Experience: Prefer previous experience in library work or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

(Subject to Revision)